



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Kenneth V. Kurnos, Chair
Edward DeAngelo
Gerald Raphael
Elizabeth Venti

Town of Brookline

**Human Resources Board
Tuesday, February 11, 2014
7:00 PM
Health Department – Law Library**

Present: Ken Kurnos, Chairman, Beth Venti Edward DeAngelo

Absent: Gerald Raphael

**Also Present: Sandra DeBow, Director of Human Resources, Marjie Lalli, Human Resources;
Alison Steinfeld, Director of Planning and Community Development**

Reclassification New Position, Senior Office Assistant

Sandra DeBow described the new position Senior Office Assistant, C-5, within the Planning and Community Development Department.

Ms. DeBow explained that this position will support the Department in clerical matters, particularly the Assistant Director of Regulatory Planning who staffs the Town's Planning Board. However, the position will also take on additional duties to support the Community Development Administrator who manages the Department's various grants. The position will also use the Town's Munis financial and payroll system as well as the Department's IDIS system, primarily for lower level data entry purposes. These new and additional duties are sufficient to warrant a higher grade.

The Town met with the Union to review the new position and the elimination of the old position. The Union agrees with the reclassification, but would like it to be re-examined in a year to determine whether the IDIS work goes beyond the scope of work for a C-5 position. Sandra DeBow has agreed to meet with Union in a year to review.

Upon motion duly made and seconded, The Board voted to reclassify the current CD Secretary position (C-4) to Senior Office Assistant C-5 effective FY2015 (or before if funds are available).

Library, Librarian I to II (Reclassification)

Sandra DeBow discussed the need to adjust a prior reclassification of a Librarian II's position. When the Board regarded this employee's position to a Librarian II position, it was not asked to take into account the employee's then salary. Upgrades by the Board are not intended to cause an employee to encounter a

decrease in salary. The upgrade needed to include a provision that, for this employee, the upgrade be to the Librarian II grade, but Step 4. The salary for this position and grade is \$28.6702 per hour, which is slightly higher than the employee's current salary of \$28.3281 per hour.

Upon motion duly made and seconded, The Board voted to adjust the reclassification of this Librarian II position to a Step 4 \$28.6702 for this employee. As with all such "grandfathering" of Step increases to insure that the employee being upgraded is not subjected to a salary decrease, any new employee coming into this position will start at Step 1 of the Librarian II pay grade.

Update of Revision of 2000 Classification and Pay Plans

Sandra DeBow distributed the latest draft of Classification and Pay Plan for HR Board review. Sandra discussed the steps she will take to finalize the plan.

EXECUTIVE SESSION

Upon motion duly made and seconded, it was moved that the Human Resources Board go into EXECUTIVE SESSION.

Ken Kurnos then stated the reason(s) for Executive Session: FIRE GRIEVANCE(S)

The Human Resources Board (WILL) RECONVENE in Open Meeting after the Executive Session.

There being no further business, Ken Kurnos moved to adjourn the meeting which was seconded and unanimously approved.